



PAPUA NEW GUINEA GOVERNMENT

Papua New Guinea Customs Authority

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	Manager- Fiscal & Economic Planning
Report to:	Director-Office of Chief Commissioner
Division/Branch/Section:	Office of the Chief Commissioner
Location:	Headquarters
Classification/ Salary Range:	CUS 11
Position n°:	CUOC 004
File n°:

DUTY STATEMENT:

To conduct research and provide relevant economic and statistical information to the Chief Commissioner and or the Council on a regular basis which would allow for informed decision and directions by the Council on economic and fiscal matters.

EDUCATION AND EXPERIENCE:

- Degree in Economic, Business, or other qualifications acceptable to PNG Customs Authority. In the absence of educational qualifications provide sufficient evidence to the PNG Customs Authority, successful record of achievement encompassing the skills and requirements required in the position.
- Ability to communicate effectively to all stakeholders and international bodies and organizations and maintain collaborative dialogue with key research and statutory authorities.
- Wide range of knowledge in Customs matters and Broad experience in economic analysis have excellent interpersonal skills and managerial skills.
- Planning and management skills and well versed with all Microsoft programs with computer skills and knowledge.
- Well developed analytical and report writing skills

KEY COMPETENCIES:

- The Manager Fiscal & Economic Planning should be provide the impetus for thinking and planning for economic outcomes which would add value to the work of Papua New Guinea Customs Authority.
- Possess the skills and functions as a leader sharing the values, mission and vision of Papua New Guinea Customs Authority to administer and regulate the PNG Customs Act and other relevant legislation in respect to international trade facilitation and Border Security.
- Displays integrity, models, behavior, develop people and builds teams to administer and regulate the PNG Customs Act and other relevant legislations in respect to International Trade facilities and border security.
- Demonstrates experience in integrating and coordinating diverse areas of Economic Management, Human Resources, Finance, Information Technology, Planning, Evaluation and Governance.
- Manages constructively, change and transition ability to influence others and addresses impact of attitude.



KEY RESPONSIBILITIES

- To do policy analyses and provide information to the Chief Commissioner /Council by researching economic data and providing recommendations on revenue receipts and debt management
- Develop and monitor revenue estimate in collaboration with Treasury Department to provide weekly revenue estimate to Public Debt and cash-flow Committee. As well attend weekly Public Debt and cash flow Committee to provide advice on Government's cash flow management.
- Prepare Customs Revenue, Revenue Loss and Activity Reports for the Customs executive and stakeholders.
- Collate and compile MIS data and collector statements in collaboration with Customs Accounts Section.
- To collect economic and statistical Information from relevant agencies and relevant private sector institutions to enable analyses to be done in continues estimates of potential revenue to be earned.
- Regular performance review of revenue collection from each analysis ports against the monthly targets and providing commentary on import/export trends.

MINOR RESPONSIBILITIES

- Review revenue projections with Forecasting Division, Department of Treasury on quarterly basis.
- Provide Customs Merchandise and Statistical data to users and stakeholders, traders and prospect traders on requests. Provide economic interpretation on trade data as requested by stakeholders.
- Time Release Study this study measures time taken to undertake cargo clearance functions. Survey carried out in 2014 and progress in to 2015,

The Job description was completed in consultation with Division/Unit Heads whose signature appears below and approved by the Papua New Guinea Customs Council.



A/Director- Chief Commissioners Office
Donny Kowuropa

Chief Commissioner
Ray Paul

Dated. _____

Approved By Papua New Guinea Customs Council

Dated _____

